

## Twelve Golden Rules for Library Board Members

1. A trustee must have an interest in the library.
2. A trustee must have time to give to the library.
3. A trustee must consider the position not a matter of prestige but an opportunity for courageous and forward-looking efforts to push the library ahead.
4. A trustee must know the law under which the library is organized.
5. A trustee serves without compensation.
6. A trustee carries a full share of responsibility as a board member, assuring that a few members do not have to do all the work or take all the blame or praise.
7. A trustee does not voice her or his opposition or criticism, either publicly or privately, after a policy or rule is adopted by a majority vote of the board.
8. A trustee is very careful to keep confidential information confidential and does not give out information regarding future board action or plans.
9. A trustee treats the staff members and the librarian in a completely impersonal fashion.
10. A trustee should know the funding sources of the library and be familiar with the library budget.
11. A trustee must know the needs of the library and community and be aware of trends and new procedures in the library field.
12. A trustee knows that all powers are always vested in the library board and none at all in the individual board member. The trustee acts as part of the board and never on their own.

## Insert Your Name Library Board of Trustees

- Jane Doe, Chair ♦ 801-123-4567  
jane.doe@myemail.com  
Term Expires: Dec 2011 (2)
- John Doe ♦ 801-123-4567  
john.doe@myemail.com  
Term Expires: Ex-Officio
- John Doe 2 ♦ 801-123-4567  
john.doe2@hotmail.com  
Term Expires: Dec 2011 (1)
- John Doe 3 ♦ 801-123-4567  
john.doe3@usa.net  
Term Expires: Dec 2012 (1)
- John Doe 4 ♦ 801-123-4567  
john.doe4@mac.com  
Term Expires: Dec 2012 (1)

### INSERT YOUR NAME LIBRARY

1234 E. Insert Your Street  
Insert Your City, UT 84000  
Phone 801-123-4567 ♦ Fax 801-123-4567  
Library e-mail: library@myemail.com

### LIBRARY HOURS

Monday-Thursday 10 AM to 9:00 PM  
Friday and Saturday 10 AM to 6:00 PM  
Sunday 1:00 PM to 5:00 PM

## The Public Library Trustee in Utah

### Responsibilities & Opportunities for Service



### INSERT YOUR NAME LIBRARY



# The Public Library Trustee in Utah

## Libraries: An American Value

“Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in [Utah] libraries is imperative for education, employment, enjoyment, and self-government.” American Library Association, 1999.

## What is a Library Trustee?

The library trustee is a legally appointed member of the library board of directors which is established by Utah law. Library trustees are public officials and the powers delegated to library boards are a public trust. They are the eyes and ears of the community; they bring the citizens’ perspective to board business; they ensure that quality library and information services are available to all people; they are responsible for establishing a long-range plan for their library, actively promoting the library, setting policies to serve community interests, and advocating for library issues. In addition, boards oversee public funds and work to retain a qualified director. Trustees support their library’s efforts to meet State standards for certified library service.

## Trustee or Board Member?

The correct designation may be either “library board director”, “trustee” or “board member.” The Utah Code refers to the library board entity as the “library board of directors”. Trustee and board member have the same meaning and are used interchangeably, to avoid confusion with the library employee hired as Library Director.

## Roles for Utah Library Boards

### Governance

Know local and state laws affecting libraries and ensure that library services conform to all Utah statutes. Read Utah's Public Library Certification Standards document and contact your state library consultant with questions.

### Planning

Participate in developing an overall plan for library improvement, set short-term and long-range goals and objectives. Annually evaluate both plans and make revisions for the future, and know how to measure library success.

### Personnel

Employ a qualified library director at a competitive salary. Support the librarian in efforts to meet State certification requirements. Be aware of local, state, and federal employment laws.

### Policy Making

Participate actively in the policy-making process to support the library's mission in the community. Adopt written policies to support the goals and objectives of the library, guide daily operations, and implement state of Utah statutes.

### Finances / Budget

Understand the categories and sources of tax revenues available for library needs. Be knowledgeable of benefits to the library from the Community Library Enhancement Fund (CLEF), E-Rate and LSTA grants. Ensure that the library annually complies with the “Maintenance of Effort” funding level, or in other words, ensure that the library’s local operational expenditures do not decrease more than 10% over two preceding fiscal years.

### Public Relations

Establish, promote, and participate in a planned program of public relations on behalf of the library. Cultivate important and influential contacts in the community and keep them informed of the library’s progress and critical needs.

### Continuing Education

Maintain an annual budget for library personnel and trustees to attend library workshops, conferences, and meetings. Attend State Library’s UPLIFT training and library association-sponsored meetings for public library trustees.



**For additional library trustee resources go to:**  
**<http://library.utah.gov/services/trustees>**